

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER 0067926	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>OPM FC Flysheet for Management</i> <i># Program Analysis Series GS-0343 BS-98 08/90; Admin Analysis Grade Eval Guide</i>					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation <i>Program Analyst</i>		<i>GS</i>	<i>0343</i>	<i>13</i>	
4. Supervisor's Recommendation Program Analyst		GS	0343	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE <i>Tai Lung</i>			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Enforcement and Compliance Assurance		g.			
c. Office of Environmental Justice		h. Employing Office Location Washington, DC			
d.		i. Organization Code 22014000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Sheila Lewis, Deputy Director, Office of Environmental Justice		d. Typed Name and Title of Second-Level Supervisor Matthew Tejada, Director, Office of Environmental Justice			
b. Signature <i>Sheila Lewis</i>	c. Date <i>5/1/2015</i>	e. Signature <i>Matthew Tejada</i>		f. Date <i>5/1/15</i>	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code _____	
g. Bargaining Unit Code <i>1043</i>	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing (____)		i. Classifier's Signature <i>John S. Roman, Jr.</i>		j. Date <i>11/2/15</i>
11. REMARKS <i>BS-98 08/90.</i>					

PROGRAM ANALYST, GS-0343-13

I. INTRODUCTION

This position is located in the Office of Environmental Justice, Assistant Administrator for the Office of Enforcement and Compliance Assurance. The Office serves as a centralized unit to deal with disproportionate environmental impacts on racial and low-income populations. The Office coordinates communication, outreach, education and training of the public on environmental-justice issues, provides technical and financial assistance to outside groups on environmental justice concerns, provides financial assistance and supports community projects through the environmental justice small grants program and the environmental justice community grants programs, and serves as a central repository of environmental justice information. The Office engages in environmental justice research and demonstration projects; as well as overseeing the implementation of Executive Order 12898 and coordinating activities with federal agencies covered by this Order.

II. MAJOR DUTIES AND RESPONSIBILITIES

Participates in conjunction with other specialists in developing programs, projects, and other activities necessary to accomplish the Office's mission statement. This requires analysis and consideration of current Environmental Justice issues of concern to communities and the private sector, and awareness of various agency initiatives, which may be phases or segments of larger or more complex assignments. Based on such analyses, the incumbent participates in the development of recommendations for program activities, and may participate in their presentation to the Deputy Director, Director or other management officials.

Contributes to the development of Environmental Justice standards by performing research from a variety of sources including available literature, information and viewpoints that represent concerns of various stakeholders, community leaders, and civic groups. The incumbent is responsible for summarizing the information, identifying trends or issues that cross communities and providing this information to other specialists in the form of option or position papers which may include recommendations for inclusion in the development of standards.

Works in conjunction with representatives of the media programs to develop an appreciation of agency pollution prevention, clean up and regulatory activities and to help foster an increased sensitivity within these programs to Environmental Justice activities.

Participates in conferences, interagency meetings, task forces and workgroups with a variety of groups which serve to represent Environmental Justice interests or concerns, or are impacted by proposed Environmental Justice activities. The incumbent is responsible for providing support to other specialists in developing agenda items, presentations and related conference materials, including graphs and charts, or pamphlets.

Provides support to the Community Stakeholder Involvement (CSI) Team in establishing various office procedures, practices or mechanisms necessary to accomplish the work of the office and maintain effective relationships with leaders and representatives of minority communities, and to develop mechanisms to make environmental information available.

Incumbent may serve as technical advisor on cooperative agreements under the guidance of the formal project officer. In this capacity, incumbent will work closely with the recipient and assist in the technical direction of the project.

Incumbent develops information, evaluates findings, prepares reports and makes recommendations to the Director through written and personal briefings.

May assist other staff in analyzing various public environmental laws and the legislative issues surrounding these laws to determine the Agency's position on environmental justice issues. Responsible for providing technical recommendation to the Director and the Deputy Director.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION LEVEL 1 - 7 1250 POINTS

The employee possesses a thorough knowledge of the theories and principles of environmental justice and the impacts of environmental laws, policies, legislation and regulation on minority groups and communities in order to apply comprehensive analytical and evaluative techniques in the identification, consideration, and resolution of issues and problems of a procedural or factual nature. The employee conducts investigatory studies relevant to complex and important assistance agreement policy problems using breadth of knowledge and well-developed skills.

Knowledge of qualitative and quantitative techniques for researching, analyzing and measuring the effectiveness, efficiency, and productivity of the activities within the Office of Environmental Justice; along with the knowledge of acceptable organizational and business management processes. Knowledge of the organization, programs, missions, and functions of the Office of Environmental Justice, along with skill in conducting analytical studies of the assigned activities in order to keep senior management apprised of progress in meeting objectives. Knowledge of working with various groups of people that include but are not limited to other Federal agencies, community and religious groups, academia, business and industry groups and other non-governmental organizations. Knowledge is used to negotiate, plan, schedule, and conduct projects and studies to evaluate and recommend ways to improve the effectiveness and efficiency of work operations within the Office of Environmental Justice.

Work requires considerable inter-personal skills in negotiating disputes, preparing purchase requests and evaluating proposals and grants. Work requires considerable analytical, financial and legal skills in making assessment of problems and objectives, identifying alternative policy strategies, and recommending additional analysis and modifications to existing systems within the Office of Environmental Justice. Work requires skill in preparing papers, reports, proposals and skill in organizing and delivering briefings to encourage understanding

and acceptance of findings and recommendations. Through knowledge of organizational and management techniques, financial and legal procedures is applied in performing a wide variety of analytical studies and projects related to management improvement and planning for the Office of Environmental Justice.

FACTOR 2. SUPERVISORY CONTROLS **LEVEL 2 - 5** **650 POINTS**

The Director, Office of Environmental Justice, makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations which do not have clear precedents. The employee exercises maximum latitude in performing assigned duties, and recommendations made are tantamount to final decisions. Work is reviewed critically to determine impacts of implementation of the recommendations.

FACTOR 3. GUIDELINES **LEVEL 3 - 4** **450 POINTS**

Guidelines are broadly stated and nonspecific, e.g., broad policy statement and basic legislation which require extensive interpretation are available. The employee exercises considerable judgment in interpreting and adapting guides that exist and in developing new hypotheses, approaches or concepts not previously used.

FACTOR 4. COMPLEXITY **LEVEL 4 - 5** **325 POINTS**

Assignments include a broad range of duties involving substantial depth and breadth numerous interrelationships, analyze complex variables, and new theories and methodologies. The employee probes and analyses information collected from a variety of sources to determine the nature and the scope of the problem, interpret the material, and develop policy options. Originality is required in applying general Agency guidelines to specific Office of Environmental Justice missions and goals. The work consists of projects and studies which require interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs.

FACTOR 5. SCOPE AND EFFECT **LEVEL 5 - 5** **325 POINTS**

The work involves treating a variety of conventional problems, questions, or situation in conformance with established criteria. The work products or services provided contribute to the effectiveness, efficiency, and productivity of the organization.

FACTOR 6. PERSONAL CONTACTS**LEVEL 6 - 3****60 POINTS**

The employee will be required to not only interact with employees within EPA, but outside of the Office of Environmental Justice. People contacted generally are engaged in environmental justice functions, missions and similar kinds of work. Some contact with members of the National Environmental Justice Advisory Committee, established under the federal Advisory Committee Act.

Personal contacts will also include representatives of communities and individuals seeking information. The employee will also be responsible for establishing grants and cooperative agreements with universities and non-profit organizations and working with grantees, contractors and representatives from local communities, managing nationwide projects and workgroups made up of representatives from all such groups.

FACTOR 7. PURPOSE OF CONTACTS**LEVEL 7 - 3****120 POINTS**

The purpose of the contacts is to facilitate decision-making on EPA's involvement in environmental justice projects. The purpose will be to influence managers or other officials to accept and implement findings and recommendations on program effectiveness. The incumbent may encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems. The work will require justifying, defending, negotiating, or selling matters involving significant or controversial issues. It will involve active participation in conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance.

FACTOR 8. PHYSICAL DEMANDS**LEVEL 8 - 1****5 POINTS**

The work is sedentary, although there may be some walking, standing, or carrying of light objects. No physical demands are required to perform the work.

FACTOR 9. WORK ENVIRONMENT**LEVEL 9 - 1****5 POINTS**

The work will include only the everyday risks and discomforts associated with an office setting. There is adequate ventilation and the work area is well lighted.

TOTAL POINTS: 3,190 = GS-13

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name <u>Tai Lung</u>	<input checked="" type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number <u>0067926</u>	<input type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title <u>Program Analyst</u>	<input type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>GS-0343-13</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>OECA/OEJ</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:	
Supervisor's Signature <u>[Signature]</u>	Date <u>5/1/2015</u>
Personnel Specialist's Signature <u>[Signature]</u>	Date <u>11/2/15</u>

Part 1. Contracts Management Duties	
Pre-award: <input type="checkbox"/> Plans Procurements <input type="checkbox"/> Estimates Costs <input type="checkbox"/> Obtains funding commitments <input type="checkbox"/> Prepares procurement requests <input type="checkbox"/> Writes statements of work <input type="checkbox"/> Reviews statements of work <input type="checkbox"/> Processes unsolicited proposals <input type="checkbox"/> Responds to pre-award inquiries <input type="checkbox"/> Participates in pre-award conferences <input type="checkbox"/> Conducts technical evaluation of proposals <input type="checkbox"/> Participates in debriefing/protests <input type="checkbox"/> Other (lists) _____	<input type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award <input type="checkbox"/> Defines scope of work for work assignments <input type="checkbox"/> Approves payment requests of ACH drawdowns <input type="checkbox"/> Manages cost-reimbursement contracts <input type="checkbox"/> Reviews invoices <input type="checkbox"/> Inspects and accepts deliverables <input type="checkbox"/> Other (list) _____
Post-award: <input type="checkbox"/> Prepares delivery orders <input type="checkbox"/> Reviews contractor work plans <input type="checkbox"/> Reviews contractor progress reports <input type="checkbox"/> Monitors government-furnished property <input type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award	Close-out: <input type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed <input type="checkbox"/> Reconciles payments with work performance <input type="checkbox"/> Closes-out payments <input type="checkbox"/> Performs cost accounting <input type="checkbox"/> Provides assistance to Contracting Officer in settling claims <input type="checkbox"/> Other (list) _____
Percentage of Time Spent on Contracts Management _____ %	

Continued

Part 2. Grants/Cooperative Agreements Duties		Advises Grants Management Office of potential problems/issues
Pre-application/Application:		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
Prepares solicitation for proposals		Approves payments requests or ACH drawdowns
Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments
Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		When necessary, recommends termination of the agreement
Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Conducts periodic reviews to ensure compliance with agreement
Negotiates level of funding		Other (list) _____
Conducts site visits to evaluate program capability		Close-out:
Serves as resource to Selection Panel		Certifies deliverables were satisfactory and timely
Informs applicants of funding decisions		Provides assistance to recipients and Grants Management Office to ensure timely close-out
Other (list) _____		Reconciles payment with work performed
Award:		Notifies recipient of close-out requirements
Prepares funding package, including Decision Memorandum		Obtains legal assistance if necessary to resolve incomplete close-out
Obtains concurrences/approvals		If project is audited, responds to issues and ensures recipient complies with audit recommendations
Reviews/concurs in completed document		Other (list) _____
Establishes project file		
Other (list) _____		
Project Management/Administration:		Percentage of Time Spent on Grants/Cooperative Agreements Management
Monitors recipient's activities and progress		_____ %
Reviews reports and deliverables and notifies recipient of comments		
Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties		
Pre-Agreement:		Monitors cost management and overall technical performance
Plans and negotiates work effort		Participates in decisions about project modification/termination
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Obtains funding commitments		Inspects and accepts deliverables
Prepares commitment notice		Other (list) _____
Writes or reviews scope of work		
Responds to pre-agreement inquiries		Close-out:
Participates in pre-agreement conferences		Reviews final report
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Decides on disbursement of equipment
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reconciles payments with work performed
Performs technical evaluation of work plan and budget		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Prepares funding package and obtains necessary concurrences		Certifies deliverables
Other (list) _____		Resolves close-out issues with Grants Management Office/other agency
		Other (list) _____
Project Management/Administration:		Percentage of Time Spent on Interagency Agreements Management:
Reviews progress reports/financial reports		_____ %